Test Outline

<Insert agency name here>

<Insert project name here>

Project Manager: <insert>
Date: <insert>

This document is intended to outline the requirements and features of the system and provide suggested direction for agency testing. Sign-off on this document indicates agency authorization to take the system in to production.

Nebraska.gov can provide a full Test Plan based off of the system functional specifications at the request of the agency.

1   Error reporting

Journaling instructions

Journaling can be very helpful to technical staff when trying to investigate why a condition exists in an application. Please fill out as much detail as you can when an application test results in an error. Include items such as steps taken, document numbers etc. Make as many copies of the next page as necessary to complete your testing.

Example:

Steps Taken	Error	Resolution detail
Logged onto application Doc. Number: 12345 Applicant Name: John Doe Address: 1234 test lane, Lincoln Ne 68508 Checked renew license Clicked submit	"Error: Unable to process request"	Resolved and successfully retested

Steps Taken	Error	Resolution Detail

2 Application readiness testing

The questions below are intended to provide a broad overview of important items to look for when testing. It is not intended to be a full and complete set of testing requirements.

1. **Does the system provide appropriate error messages/warnings when required information is not provided?**

2. **Do all Action buttons and links within the system work as intended?**

3. **Does the text throughout the application accurately guide the user, and is it free of spelling errors?**

4. **Does your agency provide data that is used in the operation of the system? (Either pulled in real time from your database, or provided to Nebraska.gov as a periodically updated file.) If yes, is this data being displayed appropriately in the application?**

5. **Does your agency receive an output file, or a database insert generated by the system? If yes, are you receiving this data appropriately?**

6. **Does the system's functionality and output follow the business rules of your office process?**

7. **Does the overall operation of the system meet your expectations?**

3   Signature

Do not sign the test plan until all expected results have been achieved. The signature is intended to be a record of agency satisfaction with the outcomes of testing of an application.

Signing party agrees that sufficient testing has been completed by their agency, and that Nebraska.gov is authorized to launch the system.

Print	Title	Date

Signature